



## OFFICE OF INJURED EMPLOYEE COUNSEL

### Austin Central Office (Metro)

7551 Metro Center Drive, Suite 100, Austin, Texas 78744

(512) 804-4170 | F: (512) 804-4181 | oiec.texas.gov | @OIEC

The Office of Injured Employee Counsel does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services. Any request for reasonable accommodation needed during the application process should be communicated by the applicant to staff in the application area.

Our mission is to assist, educate, and advocate on behalf of the injured employees of Texas.

#### Veteran's Preference:

In order to receive a veteran's preference for this position, the following documents, as applicable, **MUST** accompany the State of Texas application:

- a copy of the DD-214;
- a statement of compensation from the Veteran's Administration; or
- a copy of the DD1300.

Applicable Military Occupational Specialty (MOS) codes are included, but not limited to the following: 92, OS, 205, 7380

Additional Military Crosswalk information can be accessed at:

[http://www.hr.sao.state.tx.us/compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.state.tx.us/compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

### **Current Opportunity:      Operations Coordinator**

We are looking for an **Operations Coordinator** to oversee facility operations and provide budget support services at our central office for our twenty field offices. You would be responsible for coordinating and assisting with office moves and property inventory. You would be an IT liaison and oversee the risk management and safety programs. We are looking for an independent self-motivated individual who will take initiative and identify operational issues and communicate that information to management on a regular basis. You must be proficient in Excel, detail oriented, and a great communicator.

#### **This position:**

- oversees facilities, IT liaison, property inventory control and risk management;
- provides back-up to the agency budget manager and creates various reports and quarterly performance measures (data entry);
- acts as liaison between staff and management to ensure smooth operations including timely resolving facility issues;
- prepares specifications to secure lease contracts for field offices, including being the liaison for the contracts throughout the term of the lease and coordinates furnishings and equipment requirements and space needs for agency field offices;
- analyzes internal processes and recommends and implements procedural or policy changes to improve operations;
- facilitates space assignments and moving of personnel and equipment;
- prepares and implements the agency's Risk Management and Safety Programs, including coordination of the agency's disaster and business continuity plan;
- manages the agency property management records, including conducting the annual property inventory;
- ensures effectiveness and efficiency of Support Services through improvements as well as coordination and cooperation between the agency and the Texas Department of Insurance, Division of Workers' Compensation;
- collaborates and communicates detailed information; and
- assists in special projects.

#### **Qualifications:**

Graduation from an accredited four-year college or university. Experience relevant to position requirements may be substituted for education on a year-for-year basis.

#### **Additionally, this position requires:**

- one year experience in operations/facilities work, which may include support services, i.e. budget.



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#### **Additionally, this position prefers experience in:**

- State of Texas agency operations/support services;
- State of Texas agency facilities work; and
- fiscal/budget techniques and practices.

#### **This position requires demonstrated knowledge of:**

- State of Texas operations/facilities; and
- Microsoft Word and Excel (proficient level).

#### **This position requires demonstrated skill in:**

- organization/time management;
- positive attitude;
- initiative;
- coordinating activities;
- critical thinking; and
- working effectively across multiple groups and areas.

#### **This position requires the demonstrated ability to:**

- study and evaluate programs and propose recommendations;
- analyze and solve work problems;
- organize multiple tasks simultaneously;
- gather, assemble, correlate, communicate facts; and
- communicate effectively, verbally and in writing, with all levels of employees and the public.

#### **Benefits:**

- 100% paid health coverage; and part of premiums for dependents;
- dental coverage, disability, term life and AD&D;
- earn 96 hours of sick leave and a minimum of 96 vacation hours per year;
- [state holidays](#);
- state matched retirement contributions;
- supplemental retirement plans: 457, 401K (Roth option for both plans); and
- flexible work hours; and compressed work weeks.

***OIEC will conduct a criminal background check on all final candidates. An applicant who has been convicted of a criminal offense relevant to the position may be disqualified from employment.***

Send State of Texas application to [OIECInbox@oiec.texas.gov](mailto:OIECInbox@oiec.texas.gov)

#### **Job Details:**

Opening Date:	11/17/2016
Functional Title:	Operations Coordinator
Classification Title:	Program Specialist I
Status:	Internal/External – OIEC Employees and the General Public
Application Deadline:	Until Filled
Pay Group:	B17
Monthly Salary:	\$3,333.34 - \$3,750.00
Annual Salary:	\$40,000.08 – \$45,000.00
Job Posting Number:	17-082
Location:	7551 Metro Center Drive, Suite 100, Austin, TX 78744
Travel Required:	15%